

Are All Your Eggs Protected, Safe and Out of Harms Way? Did you...



Lock your purse in your desk?
Secure your wallet?



Put away your cell phone or Blackberry
and not leave it sitting on your desk?



Secure **CONFIDENTIAL** data where
someone could not read it?



Secure your computer when you left
your work area?



Lock up your laptop in a safe place
before going home?



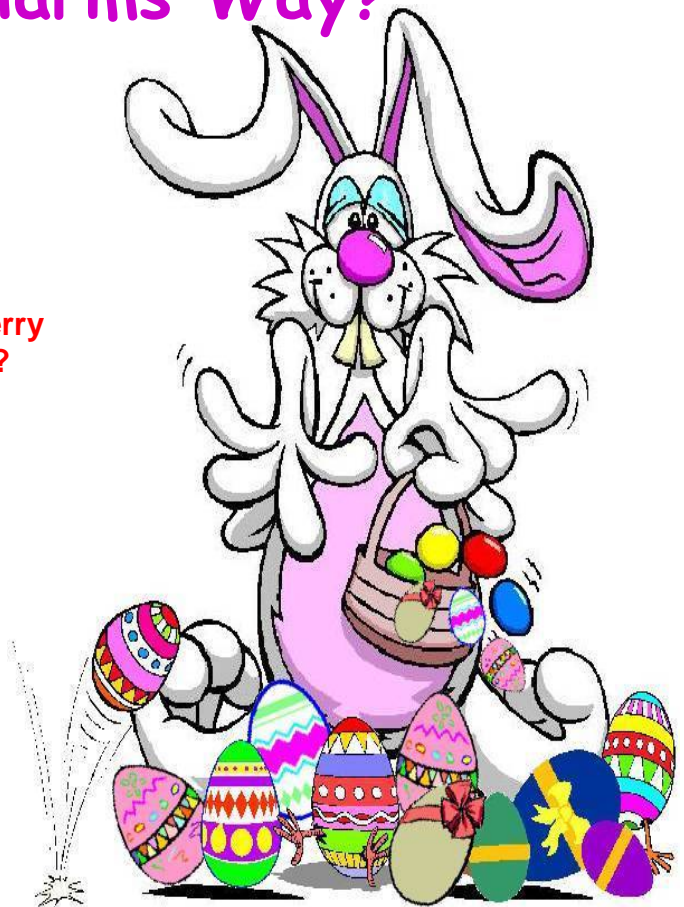
Wear your ADOA Access Badge at all times and not leave it sitting
on your desk?



Memorize your password, not write it on a sticky-note and
hide it in hopes that no one would find it?



Notice anyone suspicious in your work area? If so, did you report it to
your supervisor?



Take the extra time to check to make sure all your
eggs are safely tucked away in your basket?



ADOA Information Security

AIS

Managing Our Information Safeguards

WEB Site: <http://www.azdoa.gov/isd/ais> E-Mail: adoa.infosec@azdoa.gov